

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: September 26, 2005  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room – 3<sup>rd</sup> Floor  
315 South Rose Street  
Kalamazoo, Mi 49007

**PRELIMINARY BUSINESS**

President Godfrey called the meeting to order at 4:00 p.m.

Roll Call: All trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, Valerie Wright and James VanderRoest.

Agenda Approval: The agenda was approved as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**III. CONSENT CALENDAR**

A. Minutes of the Regular Meeting of August 22, 2005

B. Personnel Items

**New assignment:**

**Wendy Woltjer** will begin as Materials Selection Coordinator, Librarian IV, assigned full-time to Adult Services effective September 26, 2005. She is moving to the position formerly held by David Senecal, who recently retired. Ms. Woltjer has been the lead librarian in the children's room at Central, within Youth and Branch Services, since 1999.

**New hire:**

**Joan Hawxhurst** was hired for the Reading Services Coordinator, .75 time supervisory-technical level 2 position, assigned to Loan and Outreach Services, effective September 2005. Ms. Hawxhurst has led the *Reading Together* program since its inception in 2002.

**Retirements:**

**Catherine Larson** will retire from the position of Local History Librarian IV, in the Clarence L. Miller History Room within Adult Services, with her last day of work being December 30, 2005. Ms. Larson began her career at KPL in 1972 as a professional substitute. She was hired in 1973 as a .5 audio-visual librarian and transferred to the position of Local History Specialist in 1981.

**Jerry Miller** will retire from the supervisory-technical level 1 position of Computer Trainer, full-time, assigned to Information Technology with his last day of work being November 30,

2005. Mr. Miller began at KPL in this work assignment in 1997 when it was a newly created position.

Disposition: The board accepted the minutes of the August 22, 2005 meeting and the personnel items as presented.

#### **IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending August 31, 2005

**Recommendation:** Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending August 31, 2005.

**MOTION:** C. ADDISON MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.

Discussion: There was no discussion.

**MOTION CARRIED 7-0.**

B. Financial Tutorial

Presentation: Diane Schiller, Head of Finance and Budget, presented information to the board regarding cash and investment balances.

Disposition: The board felt the information presented was valuable; they look forward to more tutorials at future meetings.

#### **V. REPORTS AND RECOMMENDATIONS**

##### **ACTION ITEMS**

A. Supervisory-Technical Employee Fringe Benefits Revision

**Recommendation:** Ms. Rohrbaugh recommended board approval to revise the Supervisory-Technical Employee Fringe Benefits to provide fully paid insurance coverage for S-T employees working at least .75 time, effective upon approval.

**MOTION:** THE PERSONNEL COMMITTEE MOVED AND ROBERT BROWN SUPPORTED THE RECOMMENDATION AS PRESENTED.

Executive Summary: All other salaried employee groups are provided fully paid insurance coverage at .75 time. When this provision was made for other groups, we neglected to make it for S-T employees, but it was not an issue since there were no .75 time S-T employees at the time. With the recent addition of the S-T Reading Services Coordinator position at .75 time, it is logical to extend this provision now to S- T employees.

This revision was reviewed and is supported by the Personnel Committee.

Discussion: President Godfrey noted that although the hiring of Ms. Hawxhurst brought this discrepancy to management's attention, it has been the intention to make personnel policies consistent across the board, with the exception of negotiated contract items.



**Motion carried 7-0.**

B. County Law Library Contract

**Recommendation:** The director recommended the board authorize her to negotiate a contract with Kalamazoo County for the county law library within the parameters of a contribution of

**\$40,000 - \$45,000 from the county and transfer of permanent ownership of the collection to KPL.**

Executive Summary: The three-year contract with the county for the Kalamazoo County Law Library expires December 31, 2005. The cost has been split approximately 50-50 or about \$85,000 each from the county and KPL. County staff indicated they believe the county commission will approve a contribution of \$40,000 - \$45,000.

Katy Steadman, Head of Adult Services, and Martha Lohrstorfer, Lead Librarian in the Law Library, worked up several scenarios Ms. Rohrbaugh discussed with law library committee members Lisa Godfrey and Jim VanderRoest. The scenarios range from matching the county contribution and thus significantly reducing services, to picking up the county shortfall and continuing service at the same level.

The scenario we hope to achieve will integrate the law library, reference, and circulating collections to eliminate duplication of materials. We would then extend the law library hours to the full KPL schedule since most, if not all, legal materials would be housed there. In addition we would further integrate the Adult Services staff, including librarians, interns and aides into law library staffing. These steps would save costs for both materials and staff. In addition, we would pursue fundraising to make up the difference, though fundraising is not without its own costs.

This desired scenario is based on the assumptions that the county will contribute \$40,000 - \$45,00 and turn over full ownership of the collection to KPL. In addition, we would also like a three-year contract.

The law library committee supports this approach. If we are successful in negotiating a contract, the necessary budget adjustments would be part of a mid-year budget revision.

**MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED A MOTION TO AUTHORIZE THE DIRECTOR TO NEGOTIATE A LAW LIBRARY CONTRACT WITH THE COUNTY AS DESCRIBED.**

Discussion: There were questions and discussion about what state law mandates regarding the provision of a county library, how the law library collection has evolved over the last several years, and how the collection and service is used. KPL's relationship with the county has changed from when they provided a selection committee to assist with selecting materials to the current arrangement – the county writes a check to KPL quarterly for support, but KPL staff members select all materials.

President Godfrey noted the Bar Association recently gave the law library a commendation; we have an extraordinary operation here.

Although the county is reducing funding, J. VanderRoest believes the majority of the county board supports the law library and they are doing as much as they can to support it.



**Motion carried 7-0.**

## **REPORTS**

### **C. Summer Reading Program Reports**

**Presentation:** The following summer reading program reports were presented: Susan Warner, Head of Youth and Branch Services, and Ann Sarenius, children's librarian, reported on the children's game and activities; Kevin King, teen librarian, reported on the teen game and programs, emphasizing the teen advisory board's role in developing the program; and Terry Lason, Head of Loan and Outreach Services reported on the adult reading game.

There was a unified theme for all three games this year. Numbers were up for children and teens; down some for adults – possibly attributed to the lack of a “substantial” prize, and/or a too formal-looking game card. Next year there will likely be a fourth game offered for “tweens.” The theme will again be unified for all ages; staff has already begun to prepare for next year. The summer finale party was heavily attended; at least 600 people participated!

Assistance with the party from staff of all departments, T.A.B. members and the Friends of KPL was appreciated. Wonderful printed materials and assistance with providing prizes from the community relations office and support from many staff members throughout the summer was also essential for a successful program.

**Disposition:** President Godfrey expressed appreciation on behalf of the entire board to everyone for their participation and hard work to provide this valuable and popular program.

### **D. Quality Services Advisory Committee (QSAC)**

**Presentation:** Director Rohrbaugh explained the Library of Michigan has established three levels of statewide quality measures for public libraries: essential, enhanced, and excellent. The standards have become known as QSAC (the standards measures were developed by the Quality Services Advisory Committee). Participation is voluntary but the hope is that they will provide a framework for quality library service across the state.

She provided a copy of KPL's application for the essential level and told the board Martha Coash led the effort for KPL. The director highlighted a few of the measures she thought were of particular interest to board members and indicated the application will be submitted to the Library of Michigan for approval subsequent to the meeting.

Later this year we will review the standards for the enhanced level and decide if we want to work on them. As one would expect, those standards will require more of a stretch for us. The standards at this essential level are quite basic for a library our size.

**Discussion:** Trustees had a few questions; in response Ms. Rohrbaugh said this was a good exercise and explained a few areas we feel will be a stretch for KPL if we choose to continue to the next level.

**Disposition:** The board accepted the report.

### **E. Statistics**

**Presentation:** Gary Green, Head of Technical Services and Information Technology, and Terry Lason, Head of Loan and Outreach Services, provided a report for trustees to explain how the new statistics form was developed, what is being collected and how it can be used.

**Disposition:** Trustees appreciated the information and thanked the presenters.

## **VI. COMMITTEE REPORTS**

### **A. Finance & Budget Committee**

J. VanderRoest said there was nothing to report; the committee will meet with the auditors soon; the 2004/2005 audit will be brought to the October board meeting.

B. Personnel Committee

Nothing to report.

C. Building Committee

L. Godfrey reviewed the building committee's purpose: to perform in an advisory capacity at the call of the director to offer a perspective on public areas. The committee recently met to talk about stairwell coverings at central library. V. Wright offered options to carpet and tile – her expertise was helpful and welcomed.

**VII. OTHER BUSINESS**

A. Directors Report

Presentation: The director highlighted several items in her written report and answered a few questions from trustees.

President Godfrey pointed out the upcoming Prime Time program at Powell branch and urged trustees to attend. Mary Doud, Deputy Director, invited trustees to the annual "Spelling Bee" fundraiser for Ready to Read on November 11.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**J. VanderRoest** was supportive of the "readout" KPL will participate in during Banned Book Week and expressed interest in seeing a list of books that KPL has been asked to ban.

**R. Brown** has always enjoyed the summer reading party and missed attending this year.

**D. Brown** noted an upcoming "Patriot Act" event sponsored by the League of Women Voters and the ACLU.

**C. Addison** attended the summer reading party and described it as "awesome."

**L. Godfrey** reiterated the summer reading program is an incredibly important part of what the library does; the hard work it requires is understood and much appreciated.

**XI. ADJOURNMENT**

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:10 p.m.

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Loren J. Dykstra, Secretary